



## Information Protection

The Personnel Security Program (PSP) &
Supervisors' Responsibilities

Mr. Connolly

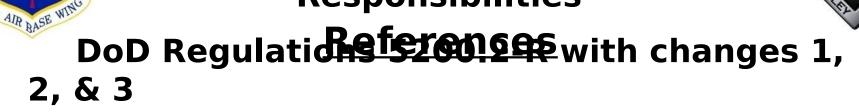


# Supervisors' Responsibilities Purpose



To provide an overview of supervisors' responsibilities concerning the DoD Personnel Security Program (PSP) as it relates to their employees (civilians, contractors, and military) and employees' access to the network, controlled unclassified information (CUI) and/or classified military information (CMI).

#### Supervisors' Responsibilities



AR 380-67, Personnel Security AFI 31-501, Personnel Security

AR 380-5, Army Information Security Program
AFI 31-401 - Information Security

AR 25-2, Information Assurance\*

**Local Policies & Procedures** 



## Supervisors' Responsibilities



The success of your security program is based on the principle that security is everyone's responsibility. While each employee is responsible for the protection of national security information, the security supervision of your workforce remains the responsibility of each supervisor. How enthusiastically you assume your security role, and how effectively you use the available resources will have a significant influence on how well you accomplish this responsibility.



#### Supervisors' Responsibilities



### The Personnel Security Program consists of five basic elements:

- 1. Designation of sensitive & public trust positions.
- 2. Access to classified information/material.
- 3. Investigation requirements.
- 4. Adjudication.
- 5. Continuous Evaluation Program (CEP)

#### Responsibilities

1 Designation of Sensitive & Public Trust Positions

Within the DoD, each civilian position is categorized with Respect to security into one of 5 groups:

- Special Sensitive (SS)
- Critical Sensitive (CS)
- Non-Critical Sensitive (NCS)
- Non-Sensitive (NS)
- Public Trust (PT)

### Supervisors' Responsibilities

### 2. Clearance (access) to Classified Information/Material

This element focuses on access to classified Information or material that has been designated as classified by an original classification authority.

There are 3 levels of classified information:

- TOP SECRET (TS)
- SECRET (S)
- CONFIDENTIAL (C)



#### Responsibilities

#### 3. Investigative Requirements

<b>Position Sensitivity</b>	Investigation Type
Special Sensitive (SS) Critical Sensitive (CS) Public Trust (high to moderate risk) (PT)	Single Scope Background Investigation (SSBI)
Non-Critical Sensitive (NCS)	Access National Agency Check with Written Inquiries (ANACI) - Civilians National Agency Check/Local Records Check (NACLC) - Military & Contractors
Non-Sensitive (NS) Public Trust (low risk) (PT)	National Agency Check with Written Inquiries (NACI) - Civilians & Contractors



### Responsibilities 4. Adjudication

Adjudication is the evaluation of information contained in an investigation or other documents. A judgment concerning security eligibility is made by evaluating the information against the DoD Adjudicative

Allegiandatdshe U.S.
Foreign Influence
Foreign Preference
Sexual Behavior
Personal Conduct
Financial Considerations
Alcohol Consumption

Drug Involvement
Psychological Conditions
Criminal Conduct
Handling Protected Info
Outside Activities
Use of IT Systems



### Responsibilities 5. Continuous Evaluation Program (CEP)

Once the initial favorable eligibility determination has been made, an individual falls under the Continuous Evaluation Program (CEP).

CEP includes reinvestigation at given intervals based on the types of duties performed and level of access to classified information.

To maintain eligibility, employees must recognize and avoid behaviors that might jeopardize their security clearance or eligibility to perform sensitive duties.

Supervisors are well positioned to remind employees of these responsibilities and encourage reporting when an activity or event may put an employee's





### Responsibilities <u>Self-Reporting of Personal Activities</u>

Employees who occupy positions of trust or have access to classified information are expected to self-report changes or incidents that that may impact their access eligibility.

- Change in personal status
- Foreign travel
- Foreign contacts
- Loss or compromise of information
- Financial problems
- Arrests
- Psychological counseling



## Supervisors' Responsibilities Your Responsibilities



esignate civilian positions

eview number and access levels - keep to a minimum

- ew hires advertise the requirement to obtain and mainta a favorable background investigation
- Approve access properly (NTK, investigation, NdA)
- Keep your Security Manager informed
- Emphasize the PSP
- Know your people
- Provide on-going security training







Problems in the workplace can often be prevented by timely and appropriate response to warning signs that an individual is under stress or having trouble handling personal problems.

personal problems. The first step in dealing with any performance problem is normal supervisory counseling. If this does not solve the problem, consider referring the employee to the Employee **Assistance Program (EAP). The EAP staff is** trained to assess whether or not an employee's performance deficiencies are rooted in some personal problem and, if so, to help the employee deal with these difficulties.



#### Responsibilities Your Responsibilities



### The following warrant referral and possible reporting to the Security Division:

- Stress
- Alcohol problems
- Eating disorders
- Depression
- Sexual addiction
- Drug use
- Financial problems
- Compulsive gambling



#### Responsibilities Your Responsibilities



Start with your activity Security Manager

Then...

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### **QUESTIONS?**



#### **END OF BRIEF**



#### **ISTALLATION MANAGEMENT AGENC**



"Sustain, Support and Defend"